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MINUTES
DIVISION TRAINING OFFICERS MEETING
19 August 1955

1. Draft of Functions of OTR. Due in FI/TR on Monday, 22 August. If no response is received, concurrence is assumed.
2. Air Transport Institute - 24 Oct to 10 Nov. Deadline for Training Requests to Staff Training Offices is 19 Sept.
3. Training Standards - Progress Report. Committee will meet again next Wednesday on draft of standards.
4. PET-B. Planned earlier scheduling is requested.
5. Pre-Training Briefing. Need for better pre-training briefing on part of staff and division training officers.
6. Registration and Scheduling
 - a) TO's to submit estimate of candidates for 9 Jan Integrated Ops course by 1 Oct.
 - b) Ops Support - 26 Sept - 2 weeks tradecraft and 3 weeks admin (project review and management). TO's to submit estimate of those who need admin phase as credit for Clandestine Ops course.
 - c) CIA Review - TO's reminded to ensure that personnel scheduled report, to follow up on those not scheduled because of other considerations, and to ensure scheduling at the earliest possible date.
 - d) CWC - Attention was called to the fact that some area divisions are not represented in each course. Efforts are being directed to encourage OTR to expand their potential for offering CWC.
 - e) CSR - Not fully subscribed. All eligible returnees to be encouraged to participate in the CSR.
 - f) Dependents Briefing dates - 12-13 September
10-11 October
7-8 November
5-6 December

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STAT

JOE NO. 1
IN CLASS/ RECLASSIFIED CHANGED TO: TS S C RET. JUST. 22
NEXT REV DATE: 29 SEP 1960
NO. PGS: 2
REV CLASS: 2
CREATION DATE: - ORG COMP: // CFI// ORG CLASS: S
HR 70-3

Operations Support Course. The Ops Support course will consist of 3 weeks of tradecraft orientation and 3 weeks of admin support. The tradecraft orientation will in effect represent a telescoped Phase II plus a presentation of current DD/P operating programs, and the admin support phase will cover much of the material contained in Phase III. It will be given both

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for DD/P personnel requiring only orientation in operations, and for all DD/S personnel. The Ops Support course in its present form will be presented on 26 Sept. with the addition of one week of the support phase, and the revised Ops Support course of six weeks will be offered on or about 21 Nov. At this time the tradecraft orientation (3 wks) will be offered [] and the admin support phase at headquarters. Provision will be made to offer the tradecraft phase at headquarters if the requirements are sufficient. TO's are to check with division supervisors re comments on this proposal.

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9. PP Ops Seminar. [] PP Training Officer, reported on the program just completed.

10. Cold War Planning Seminar. In order to achieve a common understanding as to the purpose and method of implementing the planning and programming system in its entirety, a series of Cold War Planning Seminars will be conducted by the CSPB during the months of August and September. The Seminars will be conducted between 1000 hours and 1200 hours in Room 1037 "K" Bldg. according to the following schedule:

7-8 September	- SE
9 and 12 September	- NEA
13-14 September	- IO & SR
15-16 September	- EE
20-21 September	- WE
22-23 September	- FE
27-28 September	- WH

Two periods are scheduled for each Division; the first is primarily to present the details of the planning and programming system according to the schedule sent to Staff and Division Chiefs, and the second period is primarily to provide the Area Division personnel an opportunity to raise questions for discussion and clarification.

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